



Comprehensive Project Management

This intensive two-day course will focus on ways to run project faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor and guide the project's scope and critical path, and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. Students will use discussion, cases, and group activities to facilitate the course.

OBJECTIVES

- **Define the six step project management process**
 - Examine the project's life cycle
 - Define the project drivers
 - Identify the triple constraints of every project
- **Discuss five ways to give proper leadership within culture**
 - Classify how to manage the project through influence rather than power
 - Design an agenda for the first project team meeting
 - Identify a checklist for team meetings
- **Demonstrate interviewing techniques that will assist in determining project specifics**
 - Review constraint red flags to watch
 - Show how to set, control, and monitor project scope
 - Summarize major areas to brainstorm
 - Manage brainstorming and planning meetings
- **Classify who to place on your project team**
 - Label role descriptions and project responsibilities when you have no position power
 - Create a modified code of conduct for running an empowered team
- **Define the critical path**
 - Evaluate the strengths and weaknesses of a critical path
 - Discuss how to handle delays
 - Assess how to crash a project
- **Examine steps in creating a project budget and developing a master budget control process**
 - Discuss implementation of project plan
- **Identify seven things which must be communicated in every project**
 - Apply close down checklists and handoff procedures

Class Dates/Cost/Location

<u>CLASS DATES</u>	<u>PDU's ^{1,2}</u>	<u>COST</u>	<u>TIME</u>	<u>LOCATION</u>
March 15-16, 2017	13	\$245 per participant*	8:30 a.m. - 4:30 p.m.	Topeka

¹The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit's (PDU's).

²PMI's Talent Triangle Breakdown: Technical – 12.00; Leadership – 1.00

*2.5% administrative fee included

Course Registration

- The link to the class registration form can be found at: <http://oits.ks.gov/kito/epmo/kito-project-management-training>. The form can be filled in online and emailed to KITO@ks.gov.

Cancellation Policy

Cancellations up to twenty (20) business days prior to the class date – 100% refund

Cancellations less than twenty (20) business days prior to the class date – no refund

PM Information can be found at <http://oits.ks.gov/kito/>